



# JOB OPPORTUNITY

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**Announcement Number:** 08-579 (Applicants who applied under 07-416 must re-apply to receive consideration.)

**Position Title:** Electrician

**Series and Grade:** KE-2805-00

**Salary Range:** \$ 35.26 PH

**Promotion Potential:** None

**Opening Date:** 05/07/08

**Closing Date:** 05/20/08

**Location of Position:** Plant Operations  
Office of the Production Manager  
Secure Production Facility  
STENNIS, MS (GPO will not pay relocation expenses.)

**Number of Openings:** One (1)

**Type of Appointment:** Permanent (Career, Career-Conditional)

**Work Schedule:** Full-time, shift 1

**Who May Apply:** All U.S. Citizens

**Make Your Mark** on the reinvention of a major government enterprise. Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.

## **MAJOR DUTIES:**

This position has the responsibility for designing and making modifications to bindery and associated printing equipment in the Secured Production Facility. The incumbent provides specialist services in the installation, diagnosis, repair and preventive maintenance for the facility. Installs, maintains, and repairs electronic circuits and components. This equipment includes, but is not limited to, silicon control rectifier, frequency modulated drives, programmable logic controllers, and other microprocessor based multitasked automated processing systems. Diagnoses, troubleshoots, and repairs electronic systems to the component level, and replaces as necessary devices and equipment such as CRT tubes, transistors, resistors, capacitors, relays, timers, integrated circuits, disc drives, hard drives, SIMS and other solid state and modular components. Installs a wide variety of electrical systems, circuits, equipment, and controls; conduits, panel boards, branch circuits, feeders, lighting and other electrical equipment, within the requirements and guidelines of the National Electrical Code and the Occupational Safety and Health Administration. Performs other related duties as assigned.

### **QUALIFICATIONS NEEDED:**

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: ***Ability to do the work of an Electrician with normal supervision.*** Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of an Electrician at the journeyman level. These duties require skill in troubleshooting and repairing equipment and providing the full range of electrical support in the areas of installation, diagnosis, repair, and preventative maintenance.

Current GPO employees must meet these requirements under the conditions of Federal Merit Promotion Program Instruction 615.2A (Plan No. 13) which requires the following:

- 1) Have completed a formal, recognized apprenticeship or Government Printing Office journeyman training program, or possess substantially equivalent practical experience in the trade of the vacancy; **AND**
- 2) Have at least 2 years of journeyman experience subsequent to completion of the above apprenticeship or training; **AND**
- 3) Have served a minimum of 1 year in a career or career-conditional appointment in the Government Printing Office.

**NOTE 1:** Selectee(s) must successfully obtain and maintain a suitability determination as a condition of retention in the position

**NOTE 2:** Selectee(s) may be required to attend training in Washington, DC.

### **HOW YOU WILL BE EVALUATED:**

Your overall background of experience, education and training will be evaluated to determine to what degree you possess the knowledges, skills, and abilities listed (KSA) in the job elements below. Your narrative responses should explain how your experience, education, and training demonstrate that you possess each KSA. When responding to the job elements, please be sure to explain how often you used the skills, the complexity of the knowledge you possess, and provide examples of problems you have handled and the results that were achieved. Please limit your narrative response statements to one page per job element.

You **must** submit separate narrative response statements for each job element with your application package.

### **Job Elements for this position:**

1. Ability to do the work of an Electrician with normal supervision (**SCREEN OUT**). Describe experience and training you have had that demonstrates your ability to work independently as an Electrician. Give specific examples detailing the kinds of instructions you receive(d) from your supervisor and your level of independence in performing electrician tasks.
2. Knowledge of printing and binding equipment.
3. Skill in the use of hand tools and sophisticated test equipment to troubleshoot and make repairs. Please provide information concerning the type of tools and test equipment you have used and describe specific problems which you helped troubleshoot and repair.

4. Ability to interpret domestic and foreign blueprints and schematics, manufacturer's maintenance instruction sheets, electrical systems, assembly drawings, diagrams, etc.
5. Knowledge of electrical, electronic, and mechanical installation, and of maintenance and repair procedures for industrial equipment.

### **HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. **If your application package does not provide all the information requested, you will lose consideration for the job.**

**STEP 1:** Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Prepare separate narrative responses to each of the job elements listed in this announcement.

### **STEP 3:**

**Current and Former Federal Employees:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

**Veterans:** Attach a copy of your most recent DD-214, "Certificate of Release or Discharge from Active Duty" or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran's preference, you must also attach an SF-15 "Application for 10-Point Veterans' Preference" plus the proof required by that form. When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be considered under merit promotion procedures, must submit two separate, complete applications. For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans/>.

**Applicants with Disabilities:** If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

**Send your complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov) (Please include announcement number in subject line and attach documents in Word or PDF format).

**For Additional Information:**

HC Consulting Services  
NiCole B. Powell  
Phone: (202) 512-0096  
TDD: (202) 512-1519

To confirm receipt of your application, call:  
202-512-1117.

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement.** Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

**Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**PRE-EMPLOYMENT CONSIDERATIONS:**

Selectees must successfully pass a drug test, physical, background check, and reference check before appointment.

GPO will not pay relocation costs.

**BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**